



STATE OF WASHINGTON  
**DEPARTMENT OF LABOR AND INDUSTRIES**

P.O. Box 44000 • Olympia, Washington 98504-4000

**NEW LETTER**

January 1, 2005

Bill Smith  
Smith's Manufacturing  
100 Green Street  
Olympia, WA 98501

Dear Mr. Smith:

**Do you have new employees - or employees who have new job duties?**

If so, please call us for help before adding new risk classifications or rates to your quarterly reports.

Your company's rates must be individually calculated by your account manager.

Sincerely,

Karen Jones  
Account Supervisor